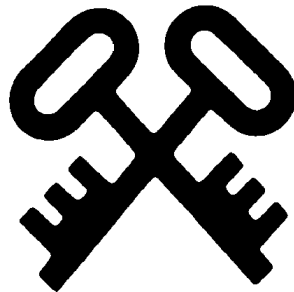


NEWLY ESTABLISHED RATING (Absorbed SK and PC)

CHAPTER 47



LOGISTICS SPECIALIST (LS)

NAVPERS 18068-47

CH-41

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
LOGISTICS SPECIALIST (LS)



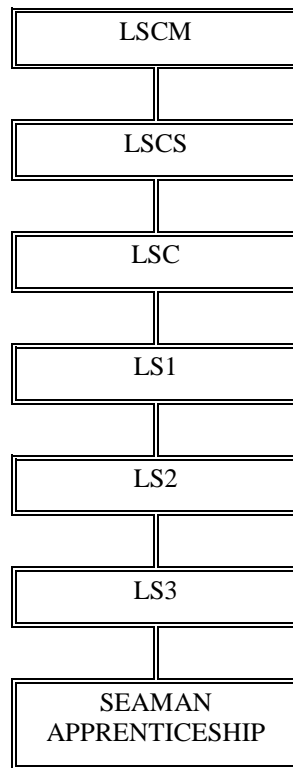
SCOPE OF RATING

Logistics Specialists (LS) provide diverse logistics and accounting support in a global setting to aviation, surface, subsurface, and expeditionary forces; order, receive, inspect, stow, preserve, package, ship, and issue materials and cargo; operate Navy post offices; account for government materials; and prepare and maintain required forms, records, correspondence, reports, and files.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 47.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Logistician****Job Code****001747****Job Family**

Office and Administrative Support

NOC

4300-3061.00

Short Title (30 Characters)

LOGISTICIAN

Short Title (10 Characters)

LOGISTICIN

Pay Plan

Enlisted

Career Field

LS

Proficiency Level

A/J

Other Relationships and Rules:

As assigned to the job, NECs may include: 2824, 2828, 2829, 2830, 2831, 2813, 2814, 2819, 2820, 2821, 8012, 8013, 8014, 8015, 9590, 9595, or 3001

Job Description

Logisticians perform auditing functions of all supply areas. Maintain activity financial records and reports and prepare senior management reports. Make budget-related recommendations. Take corrective action on financial discrepancies. Monitor all supply functions. Conduct inspections and audits. Maintain supply management computer systems. Generate required reports and maintain supply system integrity.

DoD Relationship**Title and Group:**Supply Administration
155**Code and Area:**155100
15**O*NET Relationship****Title and SOC Code:**Procurement Clerks
43-3061.00**Name and Family Code:**Office and Administrative Support
43**ADMINISTRATION****Paygrade**

E4

Task Type

CORE

Task Statements

Identify Depot Level Repairable (DLR) materials

*Management of Material Resources
Operation and Control*

Abilities

*Category Flexibility
Information Ordering*

E4

CORE

Identify Hazardous Material (HAZMAT)

*Management of Material Resources
Operation and Control*

*Information Ordering
Category Flexibility*

E4

CORE

Identify special category material for stowage

*Management of Material Resources
Operation and Control*

*Inductive Reasoning
Memorization*

E5

CORE

Maintain Aircraft Corrosion Control Material (ACCM)

*Operation Monitoring
Equipment Maintenance*

*Manual Dexterity
Written Comprehension*

E4

CORE

Maintain aircraft inventory records

*Operation Monitoring
Systems Evaluation*

*Information Ordering
Written Comprehension*

E4

CORE

Maintain completed carcass tracking documents

*Operation and Control
Systems Evaluation*

*Information Ordering
Written Comprehension*

E4

CORE

Maintain expenditure invoice (BC1) files

*Operation and Control
Coordination*

*Written Comprehension
Information Ordering*

E4

CORE

Maintain expenditure invoice files

*Operation and Control
Coordination*

*Information Ordering
Written Comprehension*

E4

CORE

Maintain fuel files

*Reading Comprehension
Coordination*

*Information Ordering
Written Comprehension*

E4

CORE

Maintain printed report files

*Reading Comprehension
Coordination*

*Information Ordering
Written Comprehension*

E4

CORE

Maintain receipt files

*Reading Comprehension
Coordination*

*Information Ordering
Written Comprehension*

E5

CORE

Maintain shelf life program

*Quality Control Analysis
Monitoring*

*Information Ordering
Written Comprehension*

E4

CORE

Maintain shipping records

*Operation and Control
Coordination*

*Information Ordering
Written Comprehension*

E4

CORE

Maintain supply correspondence

*Reading Comprehension
Coordination*

*Information Ordering
Written Comprehension*

E4	CORE	Maintain supply inventory management reports	<i>Systems Analysis</i>	<i>Information Ordering</i>
			<i>Monitoring</i>	<i>Written Comprehension</i>
E4	CORE	Maintain supply or transportation discrepancy reports	<i>Systems Analysis</i>	<i>Information Ordering</i>
			<i>Technology Design</i>	<i>Written Comprehension</i>
E4	CORE	Maintain transfer documents	<i>Reading Comprehension</i>	<i>Information Ordering</i>
			<i>Coordination</i>	<i>Written Comprehension</i>
E5	CORE	Monitor supply inventory management reports	<i>Monitoring</i>	<i>Information Ordering</i>
			<i>Operation and Control</i>	<i>Near Vision</i>
E5	CORE	Monitor supply logistics management reports	<i>Monitoring</i>	<i>Information Ordering</i>
			<i>Operation and Control</i>	<i>Near Vision</i>
E6	CORE	Monitor supply systems management reports	<i>Monitoring</i>	<i>Information Ordering</i>
			<i>Operation Monitoring</i>	<i>Near Vision</i>
E6	CORE	Perform Relational Supply (R-SUPPLY) Ad Hoc queries	<i>Operations Analysis</i>	<i>Information Ordering</i>
			<i>Technology Design</i>	<i>Finger Dexterity</i>
E4	CORE	Perform Technical Editing (TECH-EDIT) research	<i>Critical Thinking</i>	<i>Information Ordering</i>
			<i>Reading Comprehension</i>	<i>Deductive Reasoning</i>
E4	CORE	Prepare naval messages for products and services	<i>Writing</i>	<i>Written Expression</i>
			<i>Reading Comprehension</i>	<i>Near Vision</i>
E5	CORE	Prepare supply action messages	<i>Writing</i>	<i>Written Expression</i>
			<i>Operation and Control</i>	<i>Near Vision</i>
E5	CORE	Prepare surveys for review	<i>Reading Comprehension</i>	<i>Written Expression</i>
			<i>Writing</i>	<i>Near Vision</i>
E4	CORE	Process aviation work requests	<i>Reading Comprehension</i>	<i>Written Comprehension</i>
			<i>Management of Material Resources</i>	<i>Near Vision</i>
E4	CORE	Process Defective Material Summaries (DMS)	<i>Active Listening</i>	<i>Written Comprehension</i>
			<i>Critical Thinking</i>	<i>Near Vision</i>
E5	CORE	Process Stricken Aircraft Reclamation Disposition Program (SARDIP) components for transfer	<i>Quality Control Analysis</i>	<i>Gross Body Coordination</i>
			<i>Reading Comprehension</i>	<i>Manual Dexterity</i>
E6	CORE	Review Material Outstanding Files (MOF)	<i>Monitoring</i>	<i>Written Comprehension</i>
			<i>Complex Problem Solving</i>	<i>Near Vision</i>
E6	CORE	Review Missing, Lost, Stolen, and Recovered (MLSR) reports	<i>Monitoring</i>	<i>Written Comprehension</i>
			<i>Critical Thinking</i>	<i>Near Vision</i>
E6	CORE	Review outstanding supply or transportation discrepancy reports	<i>Monitoring</i>	<i>Written Comprehension</i>
			<i>Critical Thinking</i>	<i>Near Vision</i>
E4	CORE	Review Uniformed Material Movement and Issue Priority System (UMMIPS) reports	<i>Monitoring</i>	<i>Written Comprehension</i>
			<i>Reading Comprehension</i>	<i>Near Vision</i>
E4	CORE	Screen items for special category material processing	<i>Systems Analysis</i>	<i>Information Ordering</i>
			<i>Coordination</i>	<i>Near Vision</i>
E4	CORE	Submit Fleet Issue Tracking System Download (FITS DL) or equivalent report to Type Commanders	<i>Technology Design</i>	<i>Written Expression</i>
			<i>Operation and Control</i>	<i>Near Vision</i>
E6	CORE	Submit supply reports to external activities	<i>Technology Design</i>	<i>Written Expression</i>
			<i>Coordination</i>	<i>Near Vision</i>
E6	CORE	Validate supply portion of Casualty Report (CASREP)	<i>Management of Material Resources</i>	<i>Written Comprehension</i>
			<i>Reading Comprehension</i>	<i>Near Vision</i>
E6	CORE	Verify aviation reports	<i>Critical Thinking</i>	<i>Written Comprehension</i>
			<i>Reading Comprehension</i>	<i>Near Vision</i>

E6	CORE	Verify Component Control Section (CCS) reports	<i>Critical Thinking</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Verify Maintenance Action Forms (MAF) for correct data entries	<i>Critical Thinking</i> <i>Judgment and Decision Making</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E7	CORE	Verify supply requirements and service requests	<i>Management of Material Resources</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Verify Supply Response Section (SRS) reports	<i>Judgment and Decision Making</i> <i>Critical Thinking</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Verify supply technical and management data	<i>Technology Design</i> <i>Judgment and Decision Making</i>	<i>Written Comprehension</i> <i>Near Vision</i>

CUSTOMER SERVICE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E4	CORE	Conduct customer service training	<i>Instructing</i> <i>Speaking</i>	<i>Oral Expression</i> <i>Speech Clarity</i>
E6	CORE	Prioritize customer supply requirements and services	<i>Management of Material Resources</i> <i>Coordination</i>	<i>Information Ordering</i> <i>Memorization</i>
E6	CORE	Process customer refusals	<i>Reading Comprehension</i> <i>Active Listening</i>	<i>Written Comprehension</i> <i>Near Vision</i>

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E5	CORE	Maintain Operating Target (OPTAR) logs	<i>Management of Financial Resources</i> <i>Coordination</i>	<i>Information Ordering</i> <i>Written Comprehension</i>
E6	CORE	Perform Budget OPTAR (Operating Target) Reports (BOR) live updates	<i>Reading Comprehension</i> <i>Mathematics</i>	<i>Information Ordering</i> <i>Finger Dexterity</i>
E6	CORE	Prepare Operating Target (OPTAR) advance or augment request messages	<i>Writing</i> <i>Critical Thinking</i>	<i>Written Expression</i> <i>Near Vision</i>
E5	CORE	Prepare Operating Target (OPTAR) reports	<i>Writing</i> <i>Programming</i>	<i>Written Expression</i> <i>Near Vision</i>
E5	CORE	Process invoices and bills	<i>Management of Financial Resources</i> <i>Mathematics</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Process Summary Filled Order Expenditure Difference Listings (SFOEDL)	<i>Reading Comprehension</i> <i>Mathematics</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Process Unmatched Order Listings (UOL)	<i>Management of Material Resources</i> <i>Coordination</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Reconcile Government Commercial Purchase Card (GCPC) statements	<i>Management of Financial Resources</i> <i>Monitoring</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Review air fuel card statements for payment	<i>Management of Financial Resources</i> <i>Critical Thinking</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Review Government Commercial Purchase Card (GCPC) statements for payment	<i>Management of Financial Resources</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Review invoices for payment	<i>Monitoring</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Run live Operating Target (OPTAR) Transmittal Letter (TL) reports	<i>Operation and Control</i> <i>Reading Comprehension</i>	<i>Information Ordering</i> <i>Near Vision</i>

E7	CORE	Validate payment appropriation data	<i>Management of Financial Resources Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E7	CORE	Verify Summary Filled Order Expenditure Listings (SFOEDL)	<i>Complex Problem Solving Management of Financial Resources</i>	<i>Written Comprehension Near Vision</i>
E7	CORE	Verify Unmatched Order Listings (UOL)	<i>Complex Problem Solving Coordination</i>	<i>Written Comprehension Near Vision</i>

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E5	CORE	Audit processed receipts	<i>Coordination Operation and Control</i>	<i>Information Ordering Category Flexibility</i>
E4	CORE	Conduct location audits	<i>Quality Control Analysis Coordination</i>	<i>Information Ordering Written Comprehension</i>
E4	CORE	Conduct material inventories	<i>Quality Control Analysis Management of Material Resources</i>	<i>Information Ordering Number Facility</i>
E5	CORE	Coordinate contractor and vendor transactions	<i>Operation and Control Operation Monitoring</i>	<i>Written Expression Oral Comprehension</i>
E5	CORE	Coordinate material transfers	<i>Operation and Control Coordination</i>	<i>Written Expression Oral Comprehension</i>
E4	CORE	Deliver customer materials	<i>Management of Material Resources Time Management</i>	<i>Dynamic Strength Dynamic Flexibility</i>
E4	CORE	Issue flight clothing	<i>Operation and Control Coordination</i>	<i>Gross Body Coordination Number Facility</i>
E5	CORE	Maintain aviation Pack-Up Kits (PUK)	<i>Operation and Control Coordination</i>	<i>Information Ordering Written Comprehension</i>
E4	CORE	Maintain flight packets	<i>Management of Material Resources Coordination</i>	<i>Information Ordering Written Comprehension</i>
E4	CORE	Maintain inventory records	<i>Reading Comprehension Coordination</i>	<i>Information Ordering Written Comprehension</i>
E5	CORE	Maintain Maintenance Assistance Modules (MAMs)	<i>Management of Material Resources Coordination</i>	<i>Information Ordering Finger Dexterity</i>
E5	CORE	Maintain Material Outstanding File (MOF)	<i>Reading Comprehension Coordination</i>	<i>Information Ordering Written Comprehension</i>
E4	CORE	Maintain Non-Selected Item Management (NON-SIM) material	<i>Management of Material Resources Coordination</i>	<i>Information Ordering Manual Dexterity</i>
E5	CORE	Maintain open purchase and contract files	<i>Reading Comprehension Coordination</i>	<i>Information Ordering Written Comprehension</i>
E4	CORE	Maintain Pre-Expended Bin (PEB) material	<i>Systems Analysis Systems Evaluation</i>	<i>Information Ordering Written Comprehension</i>
E4	CORE	Maintain Selected Item Management (SIM) material	<i>Management of Material Resources Coordination</i>	<i>Information Ordering Manual Dexterity</i>
E5	CORE	Monitor material issue documents	<i>Monitoring Operation and Control</i>	<i>Information Ordering Near Vision</i>
E5	CORE	Monitor warehouse logs and files for proper maintenance	<i>Monitoring Operation and Control</i>	<i>Information Ordering Near Vision</i>

E5	CORE	Monitor warehouses for proper stowage	<i>Monitoring</i>	<i>Information Ordering</i>
E4	CORE	Palletize cargo and stores	<i>Operation and Control</i>	<i>Far Vision</i>
E5	CORE	Perform carcass tracking reconciliation procedures	<i>Coordination</i> <i>Equipment Selection</i>	<i>Gross Body Coordination</i> <i>Information Ordering</i>
E6	CORE	Perform causative research on inventory discrepancies	<i>Quality Control Analysis</i> <i>Reading Comprehension</i>	<i>Information Ordering</i> <i>Finger Dexterity</i>
E4	CORE	Perform expediting functions	<i>Critical Thinking</i> <i>Reading Comprehension</i>	<i>Information Ordering</i> <i>Deductive Reasoning</i>
E4	CORE	Perform material handling operations	<i>Operation and Control</i> <i>Coordination</i>	<i>Information Ordering</i> <i>Finger Dexterity</i>
E5	CORE	Prepare Allowance Change Requests (ACR)	<i>Equipment Selection</i> <i>Coordination</i>	<i>Gross Body Coordination</i> <i>Manual Dexterity</i>
E4	CORE	Prepare dummy receipts	<i>Systems Analysis</i> <i>Mathematics</i>	<i>Written Expression</i> <i>Near Vision</i>
E4	CORE	Prepare material for transfer to other activities	<i>Writing</i> <i>Operations Analysis</i>	<i>Written Expression</i> <i>Near Vision</i>
E4	CORE	Prepare Other Supply Officer (OSO) material transfers	<i>Judgment and Decision Making</i> <i>Operation Monitoring</i>	<i>Gross Body Coordination</i> <i>Information Ordering</i>
E6	CORE	Process Automatic Identification Technology (AIT) worksheets	<i>Operation and Control</i> <i>Monitoring</i>	<i>Information Ordering</i> <i>Near Vision</i>
E5	CORE	Process Allowance Change Request (ACR) responses	<i>Technology Design</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Process Automated Shore Interfaces (ASI)	<i>Coordination</i> <i>Operation and Control</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Process bearer walk-thrus	<i>Critical Thinking</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Process carcass via Electronic Retrograde Management System (ERMS)	<i>Coordination</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Process carcasses for turn-in	<i>Coordination</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Process Casualty Reports (CASREP)	<i>Coordination</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Process emergency supply requirements	<i>Reading Comprehension</i> <i>Active Listening</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Process fuel transactions	<i>Management of Material Resources</i> <i>Coordination</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Process Gain By Inventory (GBI) discrepancies	<i>Operations Analysis</i> <i>Critical Thinking</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Process incoming requisition status reports	<i>Reading Comprehension</i> <i>Operation and Control</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Process inventory discrepancies	<i>Management of Material Resources</i> <i>Coordination</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Process inventory results	<i>Reading Comprehension</i> <i>Management of Material Resources</i>	<i>Written Comprehension</i> <i>Near Vision</i>

E6	CORE	Process Loss By Inventory (LBI) discrepancies	<i>Reading Comprehension Operation and Control</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process material for shipment	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E5	CORE	Process material issues from aviation Pack-Up Kits (PUK)	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Process material issues from stock	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E5	CORE	Process Material Obligation Validations (MOV)	<i>Reading Comprehension Judgment and Decision Making</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process material offloads	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Process material to Defense Reutilization and Marketing Offices (DRMO)	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Process Material Turned Into Store (MTIS) ashore	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E5	CORE	Process non-standard requisitions	<i>Reading Comprehension Operation and Control</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process Not Mission Capable-Supply (NMCS) requirements	<i>Operation and Control Management of Material Resources</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process Not-In-Stock (NIS) issues	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Process partial issues from stock	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Process partial quantity received transactions	<i>Operation and Control Coordination</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Process personal effects	<i>Management of Material Resources Operation and Control</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Process procurement documents	<i>Reading Comprehension Coordination</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process receipt overages	<i>Reading Comprehension Operation and Control</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process receipt shortages	<i>Reading Comprehension Coordination</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process receipt transactions	<i>Reading Comprehension Coordination</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Process reorder reviews	<i>Operation and Control Coordination</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process repairable material for issue and turn in	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Process Report of Discrepancy (ROD) reports	<i>Management of Material Resources Operation and Control</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Process signature custody material	<i>Operation and Control Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E5	CORE	Process stock levels	<i>Operation and Control Active Listening</i>	<i>Gross Body Coordination Manual Dexterity</i>

E4	CORE	Process supply or transportation discrepancy reports	<i>Management of Material Resources Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Process Unfit For Issue (UFI) material	<i>Management of Material Resources Complex Problem Solving</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Receive incoming material	<i>Management of Material Resources Operation and Control</i>	<i>Gross Body Coordination Manual Dexterity</i>
E5	CORE	Review Automated Shore Interface (ASI) generated listings	<i>Monitoring Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Review carcass suspense files	<i>Monitoring Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E6	CORE	Review carcass tracking reports	<i>Monitoring Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E6	CORE	Review continuing services	<i>Monitoring Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Ship carcasses to Advance Traceability And Control (ATAC) hubs	<i>Equipment Selection Judgment and Decision Making</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Ship discrepant material	<i>Equipment Selection Judgment and Decision Making</i>	<i>Gross Body Coordination Manual Dexterity</i>
E4	CORE	Stow incoming material	<i>Coordination Management of Material Resources</i>	<i>Gross Body Coordination Manual Dexterity</i>
E5	CORE	Validate Awaiting Parts (AWP) reports	<i>Operation and Control Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Verify warehouse refusals	<i>Critical Thinking Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>

MANAGEMENT AND SUPERVISION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Analyze stock control review listings	<i>Management of Material Resources Systems Analysis</i>	<i>Information Ordering Problem Sensitivity</i>
E7	CORE	Approve Other Supply Officer (OSO) transfers	<i>Judgment and Decision Making Operation and Control</i>	<i>Written Expression Written Comprehension</i>
E5	CORE	Audit supply department processes	<i>Quality Control Analysis Coordination</i>	<i>Information Ordering Oral Expression</i>
E5	CORE	Audit supply records	<i>Quality Control Analysis Coordination</i>	<i>Information Ordering Category Flexibility</i>
E5	CORE	Manage aviation Pack-Up Kits (PUK)	<i>Management of Material Resources Coordination</i>	<i>Written Comprehension Static Strength</i>
E5	CORE	Manage controlled equipage	<i>Management of Material Resources Coordination</i>	<i>Written Comprehension Manual Dexterity</i>
E6	CORE	Manage financial systems	<i>Management of Financial Resources Operation and Control</i>	<i>Written Comprehension Manual Dexterity</i>
E5	CORE	Manage Hazardous Material (HAZMAT) program	<i>Management of Material Resources Equipment Selection</i>	<i>Written Comprehension Manual Dexterity</i>
E6	CORE	Manage material not in physical custody of supply officers	<i>Writing Management of Material Resources</i>	<i>Written Comprehension Static Strength</i>

E5	CORE	Manage presentation silver and other valuable gifts	<i>Management of Material Resources</i>	<i>Information Ordering</i>
			<i>Reading Comprehension</i>	<i>Static Strength</i>
E6	CORE	Manage repairable inventories	<i>Management of Material Resources</i>	<i>Information Ordering</i>
			<i>Reading Comprehension</i>	<i>Manual Dexterity</i>
E6	CORE	Manage repairable program	<i>Reading Comprehension</i>	<i>Written Comprehension</i>
			<i>Coordination</i>	<i>Manual Dexterity</i>
E6	CORE	Manage supply Automated Information Systems (AIS)	<i>Management of Material Resources</i>	<i>Written Comprehension</i>
			<i>Quality Control Analysis</i>	<i>Manual Dexterity</i>
E5	CORE	Manage Tool Control Program (TCP)	<i>Management of Material Resources</i>	<i>Speed of Closure</i>
			<i>Monitoring</i>	<i>Written Comprehension</i>
E6	CORE	Perform supply quality assurance for aviation support functions	<i>Quality Control Analysis</i>	<i>Information Ordering</i>
			<i>Operations Analysis</i>	<i>Near Vision</i>
E6	CORE	Perform supply quality assurance for Hazardous Material (HAZMAT) management	<i>Quality Control Analysis</i>	<i>Information Ordering</i>
			<i>Operations Analysis</i>	<i>Near Vision</i>
E6	CORE	Prepare annual physical inventory schedules	<i>Writing</i>	<i>Written Expression</i>
			<i>Coordination</i>	<i>Near Vision</i>
E7	CORE	Prepare supply management briefs	<i>Writing</i>	<i>Written Expression</i>
			<i>Reading Comprehension</i>	<i>Near Vision</i>
E6	CORE	Update supply database tables	<i>Operation and Control</i>	<i>Written Expression</i>
			<i>Reading Comprehension</i>	<i>Near Vision</i>
E6	CORE	Verify Stock in Transit/Material in Transit (SIT/MIT) reports	<i>Reading Comprehension</i>	<i>Written Comprehension</i>
			<i>Coordination</i>	<i>Near Vision</i>

SECURITY

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Employ key control procedures	<i>Reading Comprehension</i>	<i>Written Comprehension</i>
			<i>Time Management</i>	<i>Near Vision</i>
E5	CORE	Maintain controlled material accountability	<i>Operation and Control</i>	<i>Information Ordering</i>
			<i>Systems Evaluation</i>	<i>Written Comprehension</i>
E4	CORE	Maintain supply department spaces and material security	<i>Management of Material Resources</i>	<i>Gross Body Coordination</i>
			<i>Monitoring</i>	<i>Multi-limb Coordination</i>

Job Title**Postal Worker****Job Code****001637****Job Family**

Office and Administrative Support

NOC

4300-9051.00

Short Title (30 Characters)

POSTAL WORKER

Short Title (10 Characters)

POS WKER

Pay Plan

Enlisted

Career Field

LS

Proficiency Level

A/J

Other Relationships and Rules:

NEC 3001

Job Description

Postal workers sort and distribute all classes of mail and parcel post. Process and dispatch mail. Manage Navy Post Offices, afloat and ashore. Direct and route the transportation of mail. Prepare and maintain postal records and reports. Perform customer service operations.

DoD Relationship**Title and Group:**

Postal

155

Code and Area:

155400

15

O*NET Relationship**Title and SOC Code:**

Mail Clerks and Mail Machine
Operators, Except Postal Service
43-9051.00

Name and Family Code:

Office and Administrative Support

43

ACCOUNTABLE MAIL**Paygrade**

E4

Task Type

CORE

Task Statements

Deliver accountable mail

Skills

Service Orientation
Judgment and Decision Making
Prepare Registered Mail - Balances and Inventories (DD FORM 2261)
Mathematics
Judgment and Decision Making

Abilities

Manual Dexterity
Inductive Reasoning
Manual Dexterity
Mathematical Reasoning

E4

CORE

Prepare Registered Mail - Balances and Inventories (DD FORM 2261)

E4

CORE

Process Irregularities in Makeup and Dispatch of Mail (DD FORM 2273)

Service Orientation
Judgment and Decision Making

Manual Dexterity
Inductive Reasoning

E4

CORE

Receive accountable mail

Service Orientation
Judgment and Decision Making

Deductive Reasoning
Inductive Reasoning

E5

CORE

Verify Registered Mail - Balances and Inventories (DD FORM 2261)

Operation Monitoring
Monitoring

Deductive Reasoning
Inductive Reasoning

ADMINISTRATION**Paygrade**

E4

Task Type

CORE

Task Statements

Designate mail orderlies

Skills

Management of Personnel Resources
Judgment and Decision Making

Abilities

Deductive Reasoning
Inductive Reasoning

E4

CORE

Identify postal offenses

Critical Thinking
Judgment and Decision Making

Originality
Inductive Reasoning

E5

CORE

Prepare Designation/Termination MPC-FPC-COPE-PFO (DD FORM 2257)

Management of Personnel Resources
Judgment and Decision Making

Manual Dexterity
Inductive Reasoning

E4

CORE

Update Automated Military Postal System (AMPS) information

Learning Strategies
Judgment and Decision Making

Deductive Reasoning
Inductive Reasoning

CUSTOMER SERVICE**Paygrade**

E4

Task Type

CORE

Task Statements

Maintain lock boxes

Skills

Equipment Maintenance
Judgment and Decision Making

Abilities

Deductive Reasoning
Inductive Reasoning

E4

CORE

Process customer inquiries

Service Orientation
Judgment and Decision Making

Manual Dexterity
Speech Clarity

E4	CORE	Process domestic claims	<i>Service Orientation</i> <i>Judgment and Decision Making</i>	<i>Manual Dexterity</i> <i>Speech Clarity</i>
E4	CORE	Process international claims	<i>Service Orientation</i> <i>Judgment and Decision Making</i>	<i>Manual Dexterity</i> <i>Speech Clarity</i>
E4	CORE	Process postal customer service transactions	<i>Service Orientation</i> <i>Judgment and Decision Making</i>	<i>Manual Dexterity</i> <i>Speech Clarity</i>

CUSTOMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E4	CORE	Determine country restrictions	<i>Critical Thinking</i> <i>Judgment and Decision Making</i>	<i>Originality</i> <i>Inductive Reasoning</i>
E4	CORE	Determine customs exemptions	<i>Critical Thinking</i> <i>Judgment and Decision Making</i>	<i>Originality</i> <i>Inductive Reasoning</i>
E4	CORE	Determine Fleet Post Office/Army Post Office (FPO/APO) restrictions	<i>Critical Thinking</i> <i>Judgment and Decision Making</i>	<i>Originality</i> <i>Inductive Reasoning</i>
E4	CORE	Identify customs requirements	<i>Critical Thinking</i> <i>Judgment and Decision Making</i>	<i>Originality</i> <i>Inductive Reasoning</i>
E4	CORE	Process customs endorsements	<i>Service Orientation</i> <i>Judgment and Decision Making</i>	<i>Manual Dexterity</i> <i>Inductive Reasoning</i>
E4	CORE	Verify Customs Declarations (PS FORM 2976)	<i>Operation Monitoring</i> <i>Monitoring</i>	<i>Deductive Reasoning</i> <i>Inductive Reasoning</i>

INSPECTING AND EVALUATING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E5	CORE	Inspect mail handling procedures	<i>Operation Monitoring</i> <i>Judgment and Decision Making</i>	<i>Deductive Reasoning</i> <i>Inductive Reasoning</i>
E5	CORE	Verify postal forms	<i>Operation Monitoring</i> <i>Monitoring</i>	<i>Deductive Reasoning</i> <i>Inductive Reasoning</i>

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E5	CORE	Order Mail Transportation Equipment (MTE)	<i>Management of Material Resources</i> <i>Judgment and Decision Making</i>	<i>Deductive Reasoning</i> <i>Mathematical Reasoning</i>
E5	CORE	Prepare Supplies and Equipment Receipts (PS FORM 1590)	<i>Mathematics</i> <i>Judgment and Decision Making</i>	<i>Manual Dexterity</i> <i>Mathematical Reasoning</i>

MAIL PROCESSING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E4	CORE	Conduct combination safe and lock changes	<i>Installation</i> <i>Equipment Maintenance</i>	<i>Manual Dexterity</i> <i>Inductive Reasoning</i>
E4	CORE	Inspect mail containers	<i>Operation Monitoring</i> <i>Judgment and Decision Making</i>	<i>Deductive Reasoning</i> <i>Inductive Reasoning</i>
E4	CORE	Lock registered mail, cages, and sections	<i>Operation and Control</i> <i>Judgment and Decision Making</i>	<i>Manual Dexterity</i> <i>Inductive Reasoning</i>
E5	CORE	Maintain physical security of postal spaces	<i>Equipment Maintenance</i> <i>Judgment and Decision Making</i>	<i>Deductive Reasoning</i> <i>Inductive Reasoning</i>

E4	CORE	Prepare manifold dispatch bills	<i>Mathematics Judgment and Decision Making</i>	<i>Manual Dexterity Mathematical Reasoning</i>
E4	CORE	Process mail for dispatch	<i>Service Orientation Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E4	CORE	Process undeliverable mail	<i>Service Orientation Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E5	CORE	Submit Postal Net Alerts (PNA)	<i>Quality Control Analysis Judgment and Decision Making</i>	<i>Deductive Reasoning Inductive Reasoning</i>

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E4	CORE	Audit postal accounts	<i>Management of Financial Resources Monitoring</i>	<i>Auditory Attention Mathematical Reasoning</i>
E4	CORE	Conduct money order transactions	<i>Service Orientation Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E4	CORE	Conduct postage meter transactions	<i>Operation Monitoring Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E4	CORE	Operate credit and debit machines	<i>Service Orientation Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E4	CORE	Operate Integrated Retail Terminal (IRT)	<i>Service Orientation Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E4	CORE	Prepare Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS FORM 3533)	<i>Mathematics Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E5	CORE	Prepare Daily Financial Reports (PS FORM 1412)	<i>Mathematics Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E4	CORE	Prepare Penalty Mail Stamp Requisitions (PS FORM 17)	<i>Mathematics Judgment and Decision Making</i>	<i>Manual Dexterity Mathematical Reasoning</i>
E6	CORE	Review Daily Financial Reports (PS FORM 1412)	<i>Operation Monitoring Judgment and Decision Making</i>	<i>Deductive Reasoning Inductive Reasoning</i>
E5	CORE	Verify postage meter transactions	<i>Operation Monitoring Monitoring</i>	<i>Deductive Reasoning Inductive Reasoning</i>

TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E5	CORE	Coordinate mail movements	<i>Operation and Control Judgment and Decision Making</i>	<i>Originality Inductive Reasoning</i>
E4	CORE	Handle and inspect mail	<i>Quality Control Analysis Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E4	CORE	Process mail movements	<i>Service Orientation Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>
E6	CORE	Publish mail dispatch schedules	<i>Coordination Judgment and Decision Making</i>	<i>Manual Dexterity Inductive Reasoning</i>

Job Title**Supply Chain Manager****Job Code****001742****Job Family**

Management

NOC

1100-3011.00

Short Title (30 Characters)

SUPPLY CHAIN MANAGER

Short Title (10 Characters)

SUP MGR

Pay Plan

Enlisted

Career Field

LS

Proficiency Level

M

Other Relationships and Rules:

As assigned to the job, may include: 2825, 2830, 2831, 2813, 2819, 2820, 2821, 8012, 8013, 8014, 8015, 9595, or 3001

Job Description

Supply Chain Managers perform functions related to material procurement, customer service, administration, training, and technical research. Perform and oversee warehousing functions including receipt, storage, and the issue of materials. Conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. Prepare requisitions for material outside of normal supply channels. Liaise with vendors, contractors, and husbanding agents. Maintain accurate supply activity inventories. Conduct inventories and take corrective actions. Formulate load-out plans for deployments.

DoD Relationship**Title and Group:**Supply Administration
155**Code and Area:**155100
15**O*NET Relationship****Title and SOC Code:**Administrative Services Managers
11-3011.00**Name and Family Code:**Management
11**ADMINISTRATION****Pavgrade**

E5

Task Type

CORE

Task Statements

Maintain Aircraft Corrosion Control Material (ACCM)

SkillsOperation Monitoring
Equipment Maintenance**Abilities**Manual Dexterity
Written Comprehension

E5

CORE

Monitor supply inventory management reports

Monitoring
Operation and ControlInformation Ordering
Near Vision

E5

CORE

Monitor supply logistics management reports

Monitoring
Operation and ControlInformation Ordering
Near Vision

E6

CORE

Monitor supply systems management reports

Monitoring
Operation MonitoringInformation Ordering
Near Vision

E6

CORE

Perform Relational Supply (R-SUPPLY) Ad Hoc queries

Operations Analysis
Technology DesignInformation Ordering
Finger Dexterity

E5

CORE

Prepare supply action messages

Writing
Operation and ControlWritten Expression
Near Vision

E4

CORE

Process Defective Material Summaries (DMS)

Active Listening
Critical ThinkingWritten Comprehension
Near Vision

E7

CORE

Review Individual Component Repair Lists (ICRL)

Monitoring
Reading ComprehensionWritten Comprehension
Near Vision

E6

CORE

Review outstanding supply or transportation discrepancy reports

Monitoring
Critical ThinkingWritten Comprehension
Near Vision

E4

CORE

Review Uniformed Material Movement and Issue Priority System (UMMIPS) reports

Monitoring
Reading ComprehensionWritten Comprehension
Near Vision

E4

CORE

Submit Fleet Issue Tracking System Downloads (FITSDL) or equivalent reports to Type Commanders

Technology Design
Operation and ControlWritten Expression
Near Vision

E6

CORE

Submit supply reports to external activities

Technology Design
CoordinationWritten Expression
Near Vision

E6

CORE

Validate supply portion of Casualty Reports (CASREP)

Management of Material Resources
Reading ComprehensionWritten Comprehension
Near Vision

E6	CORE	Verify aviation reports	<i>Critical Thinking</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Verify Component Control Section (CCS) reports	<i>Critical Thinking</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Verify Maintenance Action Forms (MAF) for correct data entries	<i>Critical Thinking</i> <i>Judgment and Decision Making</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E7	CORE	Verify supply requirements and service requests	<i>Management of Material Resources</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Verify Supply Response Section (SRS) reports	<i>Judgment and Decision Making</i> <i>Critical Thinking</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E4	CORE	Verify supply technical and management data	<i>Technology Design</i> <i>Judgment and Decision Making</i>	<i>Written Comprehension</i> <i>Near Vision</i>

CUSTOMER SERVICE

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Prioritize customer supply requirements and services	<i>Management of Material Resources</i> <i>Coordination</i>	<i>Information Ordering</i> <i>Memorization</i>

FINANCIAL

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Certify air fuel card statements for payment	<i>Management of Financial Resources</i> <i>Mathematics</i>	<i>Mathematical Reasoning</i> <i>Category Flexibility</i>
E7	CORE	Certify Government Commercial Purchase Card (GCPC) statements for payment	<i>Management of Financial Resources</i> <i>Mathematics</i>	<i>Mathematical Reasoning</i> <i>Category Flexibility</i>
E7	CORE	Certify invoices for payment	<i>Management of Financial Resources</i> <i>Mathematics</i>	<i>Mathematical Reasoning</i> <i>Information Ordering</i>
E7	CORE	Certify sea fuel card statements for payment	<i>Management of Financial Resources</i> <i>Mathematics</i>	<i>Mathematical Reasoning</i> <i>Information Ordering</i>
E6	CORE	Perform Budget OPTAR (Operating Target) Reports (BOR) live updates	<i>Reading Comprehension</i> <i>Mathematics</i>	<i>Information Ordering</i> <i>Finger Dexterity</i>
E6	CORE	Prepare Operating Target (OPTAR) advance or augment request messages	<i>Writing</i> <i>Critical Thinking</i>	<i>Written Expression</i> <i>Near Vision</i>
E6	CORE	Process Unmatched Order Listings (UOL)	<i>Management of Material Resources</i> <i>Coordination</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Reconcile Government Commercial Purchase Card (GCPC) statements	<i>Management of Financial Resources</i> <i>Monitoring</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Review Government Commercial Purchase Card (GCPC) statements for payment	<i>Management of Financial Resources</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E5	CORE	Review invoices for payment	<i>Monitoring</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Review sea fuel card statements for payment	<i>Management of Financial Resources</i> <i>Coordination</i>	<i>Written Comprehension</i> <i>Near Vision</i>
E6	CORE	Run live Operating Target (OPTAR) Transmittal Letter (TL) reports	<i>Operation and Control</i> <i>Reading Comprehension</i>	<i>Information Ordering</i> <i>Near Vision</i>
E7	CORE	Validate payment appropriation data	<i>Management of Financial Resources</i> <i>Reading Comprehension</i>	<i>Written Comprehension</i> <i>Near Vision</i>

E7	CORE	Verify Summary Filled Order Expenditure Listings (SFOEDL)	<i>Complex Problem Solving Management of Financial Resources</i>	<i>Written Comprehension Near Vision</i>
E7	CORE	Verify Unmatched Order Listings (UOL)	<i>Complex Problem Solving Coordination</i>	<i>Written Comprehension Near Vision</i>

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E5	CORE	Coordinate material transfers	<i>Operation and Control Coordination</i>	<i>Written Expression Oral Comprehension</i>
E5	CORE	Maintain aviation Pack-Up Kits (PUK)	<i>Operation and Control Coordination</i>	<i>Information Ordering Written Comprehension</i>
E5	CORE	Maintain Material Outstanding File (MOF)	<i>Reading Comprehension Coordination</i>	<i>Information Ordering Written Comprehension</i>
E5	CORE	Monitor warehouse logs and files for proper maintenance	<i>Monitoring Operation and Control</i>	<i>Information Ordering Near Vision</i>
E5	CORE	Monitor warehouses for proper stowage	<i>Monitoring Operation and Control</i>	<i>Information Ordering Far Vision</i>
E6	CORE	Perform causative research on inventory discrepancies	<i>Critical Thinking Reading Comprehension</i>	<i>Information Ordering Deductive Reasoning</i>
E5	CORE	Prepare Allowance Change Requests (ACR)	<i>Systems Analysis Mathematics</i>	<i>Written Expression Near Vision</i>
E4	CORE	Prepare material for transfer to other activities	<i>Judgment and Decision Making Operation Monitoring</i>	<i>Gross Body Coordination Information Ordering</i>
E5	CORE	Process Allowance Change Request (ACR) responses	<i>Reading Comprehension Coordination</i>	<i>Written Comprehension Near Vision</i>
E6	CORE	Process Automated Shore Interfaces (ASI)	<i>Operation and Control Critical Thinking</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process bearer walk-thrus	<i>Reading Comprehension Coordination</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process carcasses for turn-in	<i>Reading Comprehension Coordination</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process Casualty Reports (CASREP)	<i>Coordination Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E4	CORE	Process emergency supply requirements	<i>Reading Comprehension Active Listening</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Process material issues from aviation Pack-Up Kits (PUK)	<i>Management of Material Resources Coordination</i>	<i>Gross Body Coordination Manual Dexterity</i>
E5	CORE	Process Material Obligation Validations (MOV)	<i>Reading Comprehension Judgment and Decision Making</i>	<i>Written Comprehension Near Vision</i>
E5	CORE	Review Automated Shore Interface (ASI) generated listings	<i>Monitoring Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E6	CORE	Review carcass tracking reports	<i>Monitoring Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E6	CORE	Review continuing services	<i>Monitoring Reading Comprehension</i>	<i>Written Comprehension Near Vision</i>
E6	CORE	Validate reorder reviews	<i>Active Learning Coordination</i>	<i>Written Comprehension Near Vision</i>

E6	CORE	Validate stock levels	<i>Management of Material Resources Coordination</i>	<i>Written Comprehension Near Vision</i>
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MANAGEMENT AND SUPERVISION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Analyze stock control review listings	<i>Management of Material Resources Systems Analysis</i>	<i>Information Ordering Problem Sensitivity</i>
E7	CORE	Approve Other Supply Officer (OSO) transfers	<i>Judgment and Decision Making Operation and Control</i>	<i>Written Expression Written Comprehension</i>
E6	CORE	Maintain Personnel Gear Issue (PGI) for expeditionary forces	<i>Operation and Control Coordination</i>	<i>Information Ordering Manual Dexterity</i>
E5	CORE	Manage aviation Pack-Up Kits (PUK)	<i>Management of Material Resources Coordination</i>	<i>Written Comprehension Static Strength</i>
E5	CORE	Manage controlled equipment	<i>Management of Material Resources Coordination</i>	<i>Written Comprehension Manual Dexterity</i>
E6	CORE	Manage financial systems	<i>Management of Financial Resources Operation and Control</i>	<i>Written Comprehension Manual Dexterity</i>
E5	CORE	Manage Hazardous Material (HAZMAT) program	<i>Management of Material Resources Equipment Selection</i>	<i>Written Comprehension Manual Dexterity</i>
E6	CORE	Manage material not in physical custody of supply officers	<i>Writing Management of Material Resources</i>	<i>Written Comprehension Static Strength</i>
E6	CORE	Manage material offloads	<i>Management of Material Resources Coordination</i>	<i>Written Comprehension Static Strength</i>
E5	CORE	Manage presentation silver and other valuable gifts	<i>Management of Material Resources Reading Comprehension</i>	<i>Information Ordering Static Strength</i>
E6	CORE	Manage repairable inventories	<i>Management of Material Resources Reading Comprehension</i>	<i>Information Ordering Manual Dexterity</i>
E6	CORE	Manage repairable program	<i>Reading Comprehension Coordination</i>	<i>Written Comprehension Manual Dexterity</i>
E6	CORE	Manage supply Automated Information Systems (AIS)	<i>Management of Material Resources Quality Control Analysis</i>	<i>Written Comprehension Manual Dexterity</i>
E6	CORE	Manage Table of Allowances (TOA) for expeditionary forces	<i>Management of Material Resources Operation and Control</i>	<i>Written Comprehension Manual Dexterity</i>
E5	CORE	Manage Tool Control Program (TCP)	<i>Management of Material Resources Monitoring</i>	<i>Speed of Closure Written Comprehension</i>
E6	CORE	Manage Wide Area Work Flow (WAWF) program	<i>Reading Comprehension Coordination</i>	<i>Speed of Closure Written Comprehension</i>
E6	CORE	Perform supply quality assurance for aviation support functions	<i>Quality Control Analysis Operations Analysis</i>	<i>Information Ordering Near Vision</i>
E6	CORE	Perform supply quality assurance for Hazardous Material (HAZMAT) management	<i>Quality Control Analysis Operations Analysis</i>	<i>Information Ordering Near Vision</i>
E6	CORE	Prepare annual physical inventory schedules	<i>Writing Coordination</i>	<i>Written Expression Near Vision</i>
E7	CORE	Prepare supply management briefs	<i>Writing Reading Comprehension</i>	<i>Written Expression Near Vision</i>
E6	CORE	Update supply database tables	<i>Operation and Control Reading Comprehension</i>	<i>Written Expression Near Vision</i>

E6	CORE	Verify Stock in Transit/Material in Transit (SIT/MIT) reports	<i>Reading Comprehension</i> <i>Coordination</i>	<i>Written Comprehension</i> <i>Near Vision</i>
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SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Employ key control procedures	<i>Reading Comprehension</i> <i>Time Management</i>	<i>Written Comprehension</i> <i>Near Vision</i>

Job Title**Postal Inspector****Job Code****001645****Job Family**

Office and Administrative Support

NOC

4300-1011.00

Short Title (30 Characters)

POSTAL INSPECTOR

Short Title (10 Characters)

POS INSP

Pay Plan

Enlisted

Career Field

LS

Proficiency Level

M

Other Relationships and Rules:

NEC 3001

Job Description

Postal Inspectors conduct postal audits and inspections. Ensure adherence to postal procedures and instructions.

DoD Relationship**Title and Group:**

Postal

155

Code and Area:

155400

15

O*NET Relationship**Title and SOC Code:**First-Line Supervisors/Managers of
Office and Administrative Support

43-1011.00

Name and Family Code:

Office and Administrative Support

43

ACCOUNTABLE MAIL**Paygrade**

E5

Task Type

CORE

Task Statements

Verify Registered Mail - Balances and Inventories (DD FORM 2261)

Skills*Operation Monitoring*
*Monitoring***Abilities***Deductive Reasoning*
*Inductive Reasoning***ADMINISTRATION****Paygrade**

E7

Task Type

CORE

Task Statements

Maintain postal Standard Operation Procedures (SOP)

Skills*Critical Thinking*
*Judgment and Decision Making***Abilities***Deductive Reasoning*
Inductive Reasoning

E7

CORE

Submit postal offense reports and messages

Quality Control Analysis
*Judgment and Decision Making**Deductive Reasoning*
Inductive Reasoning

E7

CORE

Verify Automated Military Postal System (AMPS) information

Operation Monitoring
*Monitoring**Deductive Reasoning*
*Inductive Reasoning***INSPECTING AND EVALUATING****Paygrade**

E7

Task Type

CORE

Task Statements

Conduct postal assist visits

Skills*Operation Monitoring*
*Judgment and Decision Making***Abilities***Speech Clarity*
Mathematical Reasoning

E5

CORE

Conduct postal audits

Management of Financial Resources
*Monitoring**Auditory Attention*
*Mathematical Reasoning***MAIL PROCESSING****Paygrade**

E4

Task Type

CORE

Task Statements

Identify suspicious mail

Skills*Critical Thinking*
*Judgment and Decision Making***Abilities***Originality*
Inductive Reasoning

E4

CORE

Implement suspicious mail response procedures

Critical Thinking
*Judgment and Decision Making**Originality*
Inductive Reasoning

E5

CORE

Maintain physical security of postal spaces

Equipment Maintenance
*Judgment and Decision Making**Deductive Reasoning*
Inductive Reasoning

E5

CORE

Submit Postal Net Alerts (PNA)

Quality Control Analysis
*Judgment and Decision Making**Deductive Reasoning*
Inductive Reasoning

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Review Daily Financial Reports (PS FORM 1412)	<i>Operation Monitoring</i> <i>Judgment and Decision Making</i>	<i>Deductive Reasoning</i> <i>Inductive Reasoning</i>

TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>	<u>Skills</u>	<u>Abilities</u>
E7	CORE	Coordinate mail distribution systems operating procedures	<i>Operation and Control</i> <i>Judgment and Decision Making</i>	<i>Originality</i> <i>Inductive Reasoning</i>
E6	CORE	Publish mail dispatch schedules	<i>Coordination</i> <i>Judgment and Decision Making</i>	<i>Manual Dexterity</i> <i>Inductive Reasoning</i>